



*Embassy of the United States of America  
Abu Dhabi, United Arab Emirates*

February 21, 2021

Dear Prospective Quoters:

Subject: Request for Quotations number 19TC1021Q0005

Enclosed is a Request for Quotations (RFQ) for MSG Cook services. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

Quotations must include:

1. Section 1 Pricing
2. Section 3, Technical Proposal criteria
3. Section 5, Representations and Certifications

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

**Pre-quotation Conference/Site Visit will be held on March 2, 2021 at 09:30 am at the U.S. Embassy Abu Dhabi.** Prospective quoters should fill the attached “*Site Visit Access Request Form*” and e-mail it to Joseph John at [AbuDhabiContracts@state.gov](mailto:AbuDhabiContracts@state.gov) and [JohnJM@state.gov](mailto:JohnJM@state.gov) by or before 12 noon on Sunday, February 28, 2021 to arrange entry to the building.

Your quotation must be submitted both physically to the Embassy AND electronically via email. Pricing and Technical Quotations must be submitted separately.

- **Physical Quotation** must be submitted in a sealed envelope marked “*Quotation Enclosed – Solicitation No.: 19TC1021Q0005*” to the Contracting Officer, Embassy of the U.S.A, P.O. Box 4009, Abu Dhabi or to the main entrance of the U.S. Embassy’s security gate. Quotations must be received on or before **March 22, 2021 at 04:00 pm (UAE time)**. No quotation will be accepted after this time.
- **Electronic Quotation** must be submitted to [AbuDhabiContracts@state.gov](mailto:AbuDhabiContracts@state.gov) copying [JohnJM@state.gov](mailto:JohnJM@state.gov) marking the subject line “*Quotation Enclosed – Solicitation No.: 19TC1021Q0005*”. Quotations must be received on or before **March 22, 2021 at 04:00 pm (UAE time)**. No quotation will be accepted after this time.

- Additional Instructions: **Only PDF formatted documents will be accepted.** Please ensure your **attachment does not exceed 10MB per email.** If there are more files to be attached in an email, send separate email(s) within the stipulated file size restriction, following the aforementioned subject line marking instruction.

In the case of a discrepancy between the physical and electronic copy of your quotation, the physical quotation will be the controlling document.

Direct any questions regarding this solicitation by e-mail to [AbuDhabiContracts@state.gov](mailto:AbuDhabiContracts@state.gov). The solicitation number of the RFQ must be mentioned on the subject line of your e-mail.

Sincerely,

-----*signed*-----

Antoaneta Gogleva  
Contracting Officer